

**MINUTES OF THE REGULAR MEETING
OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE MUNICIPAL CENTER
4000 MAIN STREET, AT 6:15 P.M., November 12, 2013**

PRESENT: Chairman Rick Sheffield, Committee Members Clayton Farrow, Gregory Peebles, Jonas Tune

ALSO PRESENT: Alternates Gabriela Borcoman, James Moseley, Consultants Jeff Whitacre, John Atkins

ABSENT: Vice-Chairman Greg Landry, Committee Members Karl Crawley, Michael Lucas, Joann Faulkner, Alternate Thomas Newsom,

STAFF PRESENT: Managing Director of Public Works & Development Jim Proce, Director of Development Services Erin Jones, Director of Economic Development Jim Grabenhorst, Director of Infrastructure Services Tim Rogers, Assistant Director of Infrastructure Services Robbin Webber, Principal Planner Garrett Langford, Development Services Technician Lola Isom

A. CALL TO ORDER

Chairman Rick Sheffield called the meeting to order at 6:15 p.m.

B. ITEMS FOR INDIVIDUAL CONSIDERATION

- 1. Conduct a public hearing and make a recommendation to City Council regarding amendments to the Land Use Assumptions and Capital Improvements Plan under which water, wastewater, and roadway impact fees may be amended.**

Director of Development Services, Erin Jones, began by saying that staff from the Public Works & Development Department and the Economic Development Department were present, if needed. She explained that the purpose of the meeting is for the committee to give a formal recommendation on the impact fee study to City Council. She introduced Jeff Whitacre with Kimley-Horn who will be giving the presentation on the item.

Jeff Whitacre, representative for Kimley-Horn, introduced another representative with Kimley-Horn, John Atkins. He stated that Mr. Atkins worked on the water/wastewater component of the study and he worked on the roadway component.

Mr. Whitacre gave an overview of what impact fees are. He provided a definition and explained that they are governed by Chapter 395 of the Texas Government Code. He stated that impact fees are a "one time only" fee and only for new development. He gave an overview of the costs that are and are not recoverable.

Mr. Whitacre explained that the role of the Capital Improvement Advisory Committee (CIAC) is to advise and assist in land use assumptions.

He mentioned that the last study was performed in 2003 and, since then, only revisions have been made. He stated that it is now time to redo the study.

He stated that the preliminary results were presented on July 23, 2013. He said that the comments made

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from the CIAC and City Council at that time were to explore using the service areas from north south as opposed to east west. Mr. Whitacre stated that Kimley-Horn and the City of Rowlett staff moved forward with this decision using Lakeview Parkway as the horizontal divider between the northern and southern areas per Council's direction. He explained that he was also originally advised to reevaluate the wastewater capital improvement plan. Additional projects have been added since that time.

Chairman Rick Sheffield asked if the fees for the east to west division were approximately the same as the north to south division. Mr. Whitacre answered by saying that there was about a t 10-15% difference.

Mr. Whitacre defined service areas as the areas to be serviced by the impact fee capital improvement plan. He stated that the City of Rowlett is a 5 mile roadway service fee area. He mentioned that the money collected in any particular area must be spent on the same area.

He presented a map of the proposed service areas. He stated that we have had 4 service areas in the past, but he is now proposing to have only 2 service areas.

Commissioner Gabriela Borcoman asked why we used to have 4 service areas. Mr. Whitacre answered by saying that the state law has changed and that it used to be for a 3 mile roadway service fee area and can now be up to a 6 mile roadway service fee area.

Mr. Whitacre identified examples of capital improvement plan projects for the areas and the possible recoverable costs. He stated that the calculated amount is that of which can be charged for projects and is attributable to growth. He identified 14 projects for water, 13 projects for wastewater, and current/projected roadway projects with potential recoverable costs.

There was further discussion amongst the commission regarding the decision to divide the service areas from north to south as opposed to east to west. Alternate James Moseley inquired about the logic behind the division. Mr. Whitacre clarified that City Council's direction was to ensure that the south side area was not neglected. He further clarified that the projections are tracked linearly with the area.

There was discussion regarding the Downtown Rowlett improvements.

Mr. Whitacre explained that the overarching formula used to calculate the proposed fees is the recoverable cost divided by the growth.

Jeff Whitacre and John Atkins presented tables of the previous calculations and the proposed calculations. They explained that this year a credit calculation was not performed and they chose to take the 50% credit calculation allowed by the state.

There was discussion amongst the commission regarding some confusion in the way the maximum fee calculations were presented.

Commissioner Jonas Tune asked for clarification of page 27 of the draft report versus the information being displayed throughout the presentation. Mr. Whitacre explained that the calculation is performed per vehicle miles and clarified that 855×5 vehicular miles = the single-family rate that was being displayed. He stated that the land use equivalency factor depends on the type of development.

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Mr. Whitacre concluded his presentation and said he and Mr. Atkins would be happy to answer any questions.

Chairman Rick Sheffield commented that the slide that was presented regarding the maximum fee calculations should be clarified before being shown to City Council.

Chairman Rick Sheffield and Commissioner Gabriela Borcoman commented that the road distinction should be easier to read within the presentation.

Commissioner Gregory Peebles made a recommendation to approve the item. Commissioner Clayton Farrow seconded the motion. The item passed 6-0.

C. ADJOURNMENT

Chairman Rick Sheffield adjourned the meeting at 6:44 p.m.



Chairman



Secretary